

## MELBOURN PARISH COUNCIL

### TERMS of REFERENCE: Parish Maintenance Committee

**PURPOSE:** To set out the responsibilities, restrictions and limitations of operation of the Melbourn Parish Council Maintenance Committee

**SCOPE:** With the exception noted below, tThis document covers all those activities related to the planning and execution of **maintenance**, with respect to assets owned by, and- external landscapes encompassed within, the responsibility of Melbourn Parish Council. Maintenance activities related to the Community Hub are not within the scope of the Maintenance Committee.

**DEFINITIONS:** **Parish Council Maintenance Committee**– ‘Committee’  
**Melbourn Parish Council** – ‘the Council’  
**Melbourn Parish Councillors** – ‘Councillors’  
**Clerk to Melbourn Parish Council** – ‘the Clerk’  
**Planned Maintenance** – work done in accordance with a planned timeline / budget  
**Unplanned Maintenance** – work done in response to unforeseen events

#### 1. Membership & Controls

- 1.1 The Committee will consist of a minimum of three and a maximum of six Councillors and up to five members of the public, this latter group to include service providers/contractors to the council, should they wish to serve.
- 1.2 Non-Councillor members will not have voting rights.
- 1.3 The Clerk will advertise as needed for members of the public to join the Committee.
- 1.4 The Committee will elect a chair and vice chair from among its Councillor members. In the absence of the chair or vice chair at a meeting the Committee will elect any member to act as chair for that meeting.
- 1.5 The Committee will need a minimum of three Councillor members in attendance in order to be deemed quorate, ~~and in such circumstances at least three must have voting rights.~~
- 1.6 The Committee may invite non-members to attend meetings.

## MELBOURN PARISH COUNCIL

- 1.7 The Council may dissolve the Committee in favour of an alternative organisational structure following an assessment of effectiveness at the Annual ~~General Parish Council~~ Meeting.
- 1.8 ~~The Council shall formally review the continued need for the Committee annually at the Annual Parish Council Meeting.~~
- 1.9 The Committee will have delegated authority to incur expenditure which has been approved by Full Council in the annual estimates, except where expenditure would exceed budget.
- 1.10      The Committee can only incur expenditure in certain cost codes, which will be delegated by Full Council, and minuted by the Maintenance Committee meeting.

Commented [PC1]: This para seems to be a rewording of 1.7 above.

### 2. Reporting

- 2.1 Meetings will be recorded and will be public.
- 2.2 Minutes will be available monthly to Council. A draft of the minutes will be published on the Parish Council website.
- 2.3 An annual summary report shall be given covering the previous year's activities to the Annual ~~General Parish Council~~ Meeting

### 3. Terms of reference

- 3.1 To engage the public and encourage them to become involved in the reporting of maintenance needs and providing practical assistance through structured volunteering.
- 3.2      To oversee and manage planned and unplanned maintenance covering the following categories: -
- The Growing Natural Environment that is in the responsibility of the Council (cemeteries, open spaces, playing fields, verges and hedges etc.)
  - Constructions and assets in the open environment (Play Areas and Play Equipment, Fences, Footpaths Benches, Signage etc.)
  - General ~~L~~itter management and village appearance
  - Allotments
  - Drains and ~~D~~rainage
  - Highways
  - Parish Council owned buildings with the exception of Melbourn Community Hub

### MELBOURN PARISH COUNCIL

3.3 To develop and maintain a schedule of maintenance tasks that allow proper forward assessment of the financial and other resources required by the Council to properly deliver services. This will require the Committee to : -

- Confirm the Assets requiring maintenance or eventual replacement
- Agree the frequency of inspection/assessment of condition
- List the routine maintenance tasks, taking account of seasonal influences and judging where efficiency gains can be made
- Create a master maintenance schedule
- Assist with the costing and forward budgeting of the maintenance tasks identified
- Recommend the provision of material or people resources required to match planned maintenance

3.4     -To assist with the management of maintenance resources, through actively contributing to: -

- Assistance with contract setting and advice on management of on-going contract work
- Assistance with recruitment, training and use of volunteers
- Assisting the Clerk with allocation and scheduling of work done by the Village Wardens
- Budgeting and Precept-setting for planned and unplanned maintenance

3.5 To develop new projects and activities that benefit the wider village environment, such as: -

- Tree, shrub and flower planting schemes
- Cemeteries forward planning
- Provision of better infrastructure (signage/seating/footpaths/disability access/drop kerbs etc.)
- Good management of and improvements to public open spaces
- Development of play and other facilities for young people.

And bring these to the Council for consideration and approval

3.6 To assist the Council compliance with guidelines and regulations, including: -

- Advise on Health and Safety issues, for example when new equipment or activities are involved, including any resulting employee training
- Recommendations affecting Council public liability and other insurance
- Cemetery and burial rules and regulations
- Compliance with safety and maintenance regulations as these apply to Play areas and Play equipment
- Planning

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### MELBOURN PARISH COUNCIL

- Compliance with specific agreements on the management of Council assets, such as Orchard Road and New Road Cemeteries and Stockbridge Meadows Nature Reserve
- Assist with the development and setting of a general contract framework

Document  
Melbourn

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Parish Council)

Approval: (Chair to

Date of Parish Council Meeting: 24/09/18

Review Policy: Annual